

## **Article V. Administrative Departments**

### **Sec. 5.01. General provisions.**

- (1) Creation of departments. The council shall have power to, by ordinance, create, change and abolish offices, departments and agencies, other than the offices, departments and agencies established by this charter.
- (2) Direction by manager. All departments, offices and agencies under the direction and supervision of the manager may be administered by an officer appointed by and subject to the direction and supervision of the manager.

### **Sec. 5.02. Personnel system.**

- (1) Merit principle. All appointments and promotions of town officers and employees, subject to the direction and supervision of the manager, shall be made solely on the basis of merit and fitness demonstrated by examinations or other evidence of competence.
- (2) Personnel director. The town manager shall be the personnel director.
- (3) Personnel board.
  - (a) There shall be a personnel board consisting of 5 members and 2 or more alternates appointed as hereinbefore provided in this charter. The first appointments to this board shall be made in the following manner: Two members for 3 years, 2 members for 2 years, and one member for one year. All succeeding appointments shall be made for terms of 3 years. Alternates shall be appointed for 3-year terms.
  - (b) The personnel board shall:
    1. Assist the personnel director in developing and updating an administrative code;
    2. Advise the personnel director on issues of personnel management; and
    3. Act as an appeals or grievance board.
- (4) Personnel rules. The personnel director shall prepare personnel rules which the council shall adopt by ordinance with or without amendment. These rules shall provide for:
  - (a) The classification of all town positions, based on the duties, authority and responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances;
  - (b) A pay plan for all town positions;
  - (c) Methods for determining the merit and fitness of candidates for appointment or promotion, demotion or dismissal;
  - (d) The policies and procedures regulating reduction in force and removal of employees;
  - (e) A retention and retirement plan for all town employees;
  - (f) The hours of work, attendance regulations and provisions for sick and vacation leave;
  - (g) The policies and procedures governing persons holding provisional appointments;
  - (h) The policies and procedures governing relationships with employee organizations;
  - (i) Policies regarding in-service training programs;
  - (j) Grievance procedures, including procedures for the hearing of grievances by the personnel board, which may render advisory opinions based on its findings to the town manager with a copy to the aggrieved employee;
  - (k) Provide for the manner of identifying and bonding personnel as deemed advisable; and
  - (l) Other practices and procedures necessary to the administration of the town personnel system.

(Amended by vote of the people 10-4-94)